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ABSTRACT

The materials listed in this bibliography are intended to be of help to volunteer staffs in developing school programs and materials. The entries are cataloged under general subject listings, alphabetical by author under the subject, and an author index is included. Items are listed only once, though many are relevant to several areas. An attempt was made to provide ordering information, address, and cost. (Author/MLF)

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Volunteer Services System

VII ANNOTATED BIBLIOGRAPHY

EA 007 771

Volunteer Services Management System
E.S.E.A. Title III
Columbus, Ohio City School District

COLUMBUS PUBLIC SCHOOLS

Volunteer Management System

ESEA Title III STAFF:	Linda Helgerson, Project Director; Susanne Blatt, Information Analyst; Lois Rubin, Brenda Smith, Debbie Stern, Sister Judith Wessels, Consultants.

This publication has been funded through an Ohio Department of Education Grant awarded under Title III of the Elementary and Secondary Education Act.

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INTRODUCTION

The materials listed in this bibliography were gathered to help the staff of Volunteer Services Management System, Project E.S.E.A., Title III, Columbus Public Schools identify areas of need and define the environment of the project. All materials listed are housed in the project's Information Resource File.

The materials were arbitrarily cataloged under general subject listings taken from the project's classification scheme. The main entries are alphabetical by author under the subject and an author index is included. Items are listed only once, though many are relevant to several areas. An attempt was made to provide ordering information, address and cost.

The materials were mainly obtained by personal correspondence with volunteer programs, organizations and agencies. This bibliography is not intended as a complete, comprehensive or exhaustive listing of available resources. The omittance of a source is the responsibility of the compiler or the project staff due to non-utilization of the item in the project's development.

It is hoped that the materials listed will be of help to other volunteer staffs in developing their school programs and materials.

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MANAGEMENT SYSTEM

Buskirk, Richard H. - Building the structure. Washington, D. C. Chamber of Commerce of the United States. 1972. 19 pp. $1.00.

Discusses the various principles of management and their application to work situations.

Cook, Desmond L. - Educational Project Management. Columbus, Ohio. Charles E. Merrill Publishing Company. 1971. 243 pp.

This book deals with the basic organizational functions of project management. Special emphasis is placed on decision-making procedures and management techniques.

Cummings, C. Peter and Cook, Desmond - Educational Project Management Instructional System. Philadelphia, Pa. Research for Better Schools, Inc. 1973.

Self instructional manuals for developing project management. The manuals present a comprehensive approach to planning and controlling projects in the educational environment.

Guild, Richard S. - Programming. Washington, D. C. Chamber of Commerce of the United States. 1972. 9 pp. $1.00.

Programming is the systematic development and implementation of a plan that produces pertinent results.

Helgerson, Linda W., Project Director - Guidebook to a Volunteer Services System I. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio. 1975. 41 pp.

An overview of a system for managing a volunteer organization.

Write: Linda W. Helgerson
Volunteer Services Management System Project
Columbus Public Schools
270 East State Street
Columbus, Ohio 43215

Helgerson, Linda W., Project Director - Organizing a Volunteer Services System, II. 32 pp.

A detailed guide for developing a school volunteer organization.

Hersey, Paul and Blanchard, Kenneth H. - Management of organizational Behavior. Utilizing Human Resources. Englewood Cliffs, New Jersey. Prentice-Hall, Inc. 121 pp.

The focus of this book is on behavior with organizations - interaction of people, motivation and leadership.

Lippitt, Gordon, Ed. - Leadership in Action. National Training Laboratories, National Education Association, 1201 Sixteenth Street, N. W., Washington, D. C. 1961. 96 pp.

Brings together some of the articles in the field of leadership between 1945-1961. Most of these have appeared in periodicals.

Lumsden, Arthur J. - Community leadership and group influences. Washington, D. C. Chamber of Commerce of the United States. 1965. 36 pp.

A discussion of structures and functions of leadership within the environmental setting of American Communities. Emphasizes the importance of identifying "emotional areas" and community power structure.

Tait, John L., Wibe, John A. and Yarbough, Paul J. - Communication process and leadership. Publication #2. Iowa State University of Science and Technology, Cooperative Extension Service, Ames, Iowa. Revised, August, 1968. 11 pp.

Describes sender-message-channel-receiver model of communication in non-technical language. Gives suggestions for leaders on improving interpersonal communication.

Wynn, Richard - Theory and practice of the administrative team. Arlington, Va. National Association of Elementary School Principals. 1973. 52 pp. $4.00.

This monograph defines and develops the idea of an administrative team for educational governance.

Write: National Association of Elementary School Principals
1801 North Moore Street
Arlington, Virginia 22209

ADVISORY BOARDS

Adult Education Association of the U.S.A. - Better Boards and Committees. Chicago: The Association, 1957, 48 pp.

A manual for leaders in education, government, welfare, health, community and other groups organizations on the modern theories concerning the role of boards and committees. Includes case studies of boards, guides and checklists for improvements.

Write: Adult Education Association
1225 - 19th Street, N.W.
Washington, D.C. 20036

Helgerson, Linda W., Project Director - Advisory Council Handbook. Volunteer Services Management System Project, E.S.E.A., Title III, Columbus Public Schools, Columbus, Ohio. 1975.

A booklet designed to help those forming or joining an advisory council: The rationale, membership, usefulness. Includes sample by-laws.

Moore, Thomas G. - Use and Management of Committees. Washington, D.C. Chamber of Commerce of the United States.

A discussion of committees covering how they are composed, possible roles, how to conduct a meeting of one, etc.

Schmidt, Della - A blueprint for board members. Omaha, Nebraska: Volunteer Bureau. 1958.

An overall view of responsibilities, duties and goals of boards and committees to direct people who serve on them.

Write: Volunteer Bureau
1803 Harney Street
Omaha, Nebraska 68102

Screnson, Roy - How to be a board or committee member. New York: Association Press, 1953.

An analysis of the board member's role and function. Provides guidance for new and old board members alike.

Volunteer Bureau of Pasadena - So...you serve on a board. Pasadena, Calif. 1963.

..."Suggest(s) to the individual the roles and skills he may consciously develop to make his own membership, and consequently the work of the entire board, more effective." Emphasis on the need for democratic practices.

FUNDING

Church, David - Seeking Foundation Funds. New York, N.Y. National Public Relations Council of Health and Welfare Services, Inc. 1966. 39 pp. $2.50.

A good general introduction concerning what you should know about a foundation and how to find out more about them. Includes information on writing a proposal.

Write: National Public Relations Council of Health and Welfare Services
815 Second Avenue
New York, N. Y. 10007

Dermer, Joseph - How to write successful foundation presentations. New York: Public Service Materials Center. 1970. 64 pp. $6.00.

Helps those who want to approach a foundation for a grant. Covers four key categories: letters requesting appointments; letters asking for general purpose grants; special project presentations; and proposals.

Write: Public Service Materials Center
104 East 40th Street
New York, N. Y. 10016

Isgar, Tom - Funding Tutorial Programs. Washington, D. C. Tutorial Assistance Center. 15 pp.

This paper discusses the events that lead to a project requesting funds, the areas where a project might seek funds and how to get these funds.

National Student Volunteer Program - Funding Kit. Washington, D.C.

A practical guide for finding funding sources and applying for grants.

Regional Young Adult Project and Pacific Change. The Bread Game. The realities of foundation fund raising. San Francisco, California. Glide Publications. 1973. 88 pp. $1.95.

A how-to manual of fund raising for projects concerned with social change.

Write: Glide Publications
330 Ellis Street
San Francisco, Cal. 94102

Resource Design Specialists, Inc. - Local fund raising and resource development, Champaign, Ill. 1972. $2.50.

Contains specific information on how to write a proposal. Samples included.

Write: Resource Design Specialists, Inc.
Box 2305
Champaign, Ill. 61820

PUBLICITY/PUBLIC RELATIONS

DNR Publications - A Primer. A layman's guide to publicity tricks, the mass media, press releases, brochures, open houses, tours and other public relations techniques for civic organizations, clubs and agencies. Rock Island, Ill. DNR Publications. 1972. 45 pp.

This handbook describes how to organize an effective public relations program with special emphasis on techniques.

Geil, Lloyd H. - Public relations. Studies in organization management. Washington, D. C. Chamber of Commerce of the United States, 1963. 16 pp.

Covers the philosophy, attitudes, fundamentals and skills needed in the use of the various information media.

Hodge, Billy J. - Communication I. Studies in organization management. Washington, D. C. Chamber of Commerce of the United States. 1972. 19 pp. $1.00.

Discusses the basics involved in the communication processes. Emphasis is on fundamental concepts and principles as they relate to management.

Hodge, Billy J. - Communication II. Studies in organization management. Washington, D. C. Chamber of Commerce of the United States, 1972. 20 pp. $1.00.

This pamphlet examines and analyzes communication barriers and offers possible solutions.

Hodge, Billy J. - Communication III. Studies in organization management. Washington, D. C. Chamber of Commerce of the United States, 1963. 38 pp.

Communication III is a discussion on evaluation programs for determining the effectiveness of communication.

Jefferson-Shelby-Walker United Appeal Public Relations Department - Blueprint for public relations. Birmingham, Alabama.

A good comprehensive overview (with examples) of public relations directed toward a non-profit agency.

McKee, Ross - Public Relations. Washington, D. C. Chamber of Commerce of the United States. 1972. 11 pp. $1.00.

Details how to plan and organize a public relations program.

Write: Chamber of Commerce of the United States
1615 H Street, N. W.
Washington, D. C.

McMahon, John H. - Productive Press Relations. New York, N. Y. National Public Relations Council of Health and Welfare Services, Inc. 1968. 72 pp.

A comprehensive handbook covering aspects of press relations.

National Education Association - The feedback process. P.R. Bookshelf. No. 7. Washington, D. C. 1969. 45 pp. $1.00.

Communication is a two-way process. Feedback of "listening" is what happens after the agency has aired its public relations.

Write: National Education Association
PR Bookshelf
Publications - Sales
Division of Press, Radio and Television Relations
1201 Sixteenth Street
Washington, D. C. 20036

National Education Association - Internal PR for education associations. P.R. Bookshelf #4. Washington, D. C. 1969. 32 pp.

This publication is directed to education associations, the basic concepts are applicable to any organization. It mainly discusses how to involve members in planning and work of the association.

National Education Association - Press, Radio and TV Tips. Washington, D.C. 1969. 32 pp.

This booklet contains suggestions and techniques, for the person in charge of media relations, to help establish public relations in newspapers, on radio and on TV.

National Education Association - A Primer in Publicity. Washington, D.C. 1969. 28 pp.

This booklet is aimed at helping associations utilize existing publicity techniques and suggests new ones.

Resource Design Specialists - Publicity and public relations in volunteer services organizations. Resource Monograph #1. Champaign, Illinois. 1972. 39 pp.

Discusses the basic principles and practices of a good public relations program for volunteer organizations.

Sperry and Hutchinson Company. Consumer Relations--Publicity Handbook, A guide for publicity chairmen. Cincinnati, Ohio. Sperry and Hutchinson Company, 1965.

Step by step directions for developing good publicity techniques both in writing and then effectively channeling it to the media.

Write: Sperry and Hutchinson
Consumer Relations
3003 E. Kemper Road
Cincinnati, Ohio 45241

COMMUNITY-SCHOOL RELATIONSHIP

Commission on Public School Personnel Policies in Ohio - Realities and revolution in teacher education. Report number six. Cleveland, Ohio. 1972. 73 pp. $1.00.

Discusses a study of performance based teacher education.

Commission on Public School Personnel Policies in Ohio - School leadership Seventh Report. Cleveland. Greater Cleveland Associated Foundation. 1973. 41 pp. $1.00.

A report discussing school organization, training of school leaders and guidelines for improving educational leadership.

Commission on Public School Personnel in Ohio - Time and Opportunity. The school year. Fifth report. Cleveland. Greater Cleveland Associated Foundation. 1972. 52 pp. $1.00.

A look at the school calendar with the purpose of achieving optimum quality and staff utilization.

Write: Commission on Public School Personnel Policies
in Ohio
736 National City Bank Building
Cleveland, Ohio 44114

Committee for Economic Development - Innovation in Education: New Directions for the American School. New York, N. Y. 1968. 75 pp. $1.00.

Discussion and comments on the need for innovations in curriculum, instruction, etc. in elementary and secondary education.

Write: Committee for Economic Development
477 Madison Avenue
New York, New York 10022

Cunningham, Luverne L. and Nystrand, Raphael O. - Citizen Participation in School Affairs. Columbus, Ohio. Ohio State University. 1969. 124 pp.

Describes and assesses mechanisms used in getting citizen participation in matters concerning schools.

Educational Service Bureau, Inc. - In-Service Education for Teachers. Washington, D.C. 1968. 66 pp.

The scope of this study is confined to planned programs and activities to provide teachers with opportunities for growth.

Write: Educational Service Bureau, Inc.
1835 K Street, N. W.
Washington, D.C. 20006

Fox, Robert S. - Diagnosing Professional Climate of Schools. Fairfax, Virginia. NTL Learning Resources Corp. 1973. 152 pp.

This book is designed as a resource for improving staff relations within a school.

Gantt, Walter N. - Running an Inner-City School. Partners in Urban Education. Morristown, New Jersey. General Learning Corporation. 1973. 58 pp.

Handbook for inner-city school principals to help them become more effective school administrators with special emphasis on involving the community.

Hedges, Henry G. - Volunteer Parental Assistance in Elementary Schools. An abstract of a thesis for the degree of Doctor of Education, University of Toronto. 1972. 28 pp.

Institute for Development of Educational Activities, Inc. (IDEA) Citizens, Business and Educators: The Elements to Better School-Community Relations. Dayton, Ohio. 24 pp. $2.00.

A report of the proceedings of a conference on the involvement of citizens and businessmen in school district decisions, etc.

Write: (IDEA)
Institute for Development of
Educational Activities, Inc.
P. O. Box 628
Far Hills Branch
Dayton, Ohio 45419

Institute for Responsive Education - The Community at the Bargaining Table. A report on the community's role in collective bargaining in the schools. Boston, Mass. 1975. 59 pp. $3.00.

Collective bargaining in education - how to involve the community so that the rights of children are represented, is the topic of this study.

National Student Volunteer Program - A Manual for Communities. Student Volunteers. Washington, D.C. U.S. Government Printing Office. 1971. 69 pp.

A guide, for groups and agencies who use student volunteers, for planning and implementation of programs.

Write: National Student Volunteer Program
Volunteers in Service to America
ACTION
806 Connecticut Avenue, NW
Washington, D.C. 20525

Olivero, James L. and Buffie, Edward G. - Educational Manpower. From Aides to Differentiated Staff Patterns. Bold New Venture Series. Bloomington, Indiana. Indiana University Press. 1970. 365 pp.

Theoretical models and training programs for alternative and new staff patterns are discussed in this collection of articles.

Pine, Patricia - Shared Services and Cooperatives: Schools combine resources to improve education. Education, U.S.A. Special Report. Washington, D.C. National School Public Relations Association. 1971. 60 pp. $4.00.

A report of a survey that examines the kinds of services that school districts can profitably share.

Write: National School Public Relations Assn.
1201 - 16th Street, NW
Washington, D.C. 20036

Sayler, Mary Lou- Parents: Active Partners in Education. Washington, D.C. American Association of Elementary-Kindergarten-Nursery Educators. 1971. 32 pp. $1.00.

Discusses parent involvement in the schools, how it helps the schools and children.

Write: American Association of Elementary
Kindergarten-Nursery Educators
Publications-Sales Section
National Education Association
1201 - 16th Street, NW
Washington, D.C. 20036

Truelson, Nancy and Landreth, Laurie - Learning - Individually, Together and Continuously. Cleveland, Ohio. Educational Research Council of America. 1973. 79 pp.

This booklet summarizes changes in basic structure and philosophy of a school district. The changes will improve the quality of learning and human inter-actions.

U. S. Dept. of Health, Education and Welfare - Meeting Parents Halfway: A guide for schools. Washington, D.C. U.S. Government Printing Office. 1972. 28 pp. 35¢.

A booklet outlining a program for improving parent-teacher attitudes in an urban school district to start parent involvement in education.

Write: U.S. Government Printing Office
Washington, D.C. 20402

U.S. Dept. of Health, Education and Welfare - Parents as Partners in Department Programs for Children and Youth. A report to the Secretary of HEW by the Task Force on Parent Participation. U.S. Government Printing Office, August, 1968. Reprinted March, 1970. 59 pp.

Discusses opportunities for parents to serve on advisory committees and boards and as volunteers in programs that serve children and youth as well as the administrative planning and implementation of programs.

Urban Action Clearinghouse - Dallas' New Alliance for Progress. Case Study Number 14. Washington, D.C. Chamber of Commerce of the United States. 1970. 14 pp. $1.50.

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A program to help school district management by using

community businessmen as volunteer consultants.

Watson, Goodwin - Ed. - Change in School Systems. Washington, D.C. National Training Laboratories, National Education Association. 1967. 115 pp. $2.50.

A companion volume to Concepts for Social Change. Discusses a project-COPED, Cooperative Project for Education Development, concerned with developing a planned change program for schools.

Write: National Training Laboratories
National Education Association
1201 - 16th Street, NW
Washington, D.C. 20036

Watson, Goodwin, Ed. - Concepts for Social Change. National Training Laboratories. National Education Association. 1969. 88 pp. $2.50.

Develops core ideas about planned change in social contexts, i.e., organizational development for managers and administrator to improve the effectiveness of the organization.

Williams, Polly Franklin - A Philosophical Approach for Volunteers. Project Upswing. Oxford, Mississippi. University of Mississippi. 1974. 94 pp.

The objective of this book is to emphasize the cooperative nature of the humanistic approach to tutoring the whole child by showing how it worked in Project Upswing.

HUMAN RELATIONS

Bradford, Leland P., Ed. - Group Development. Selected Reading Series. Fairfax, Va. National Training Laboratories. Learning Resources Corp. 1961. $3.50.

A classic collection of basic readings on group interaction and developmental phases.

Write: National Training Laboratories
Learning Resources Corp.
2817 N. Dorr Avenue
Fairfax, Virginia 22030

Carlson, H. Stephen and Olds, Robert - Human Relations. For teachers and others who want to know more about human relations. Worthington, Ohio. School Management Institute. 1972. 24 pp. $1.75.

A general discussion of human relations training as it relates to teachers and other school employees.

Write: School Management Institute
6800 High Street
Worthington, Ohio 43035

Eddy, William B., Burke, W. Warner, Dupre, Ladimir A., and South, Oron P., Eds. - Behavioral Science and the Manager's Role. Selected Readings Series #9. Washington, D.C. NTL Institute for Applied Behavioral Science. 1971. 320 pp.

A series of articles drawn together to show how applied behavioral science relates to business in the area of human administration.

Write: NTL Learning Resources Corp.
1812 K Street, NW, Suite 305
Washington, D.C. 20006

Helgerson, Linda W., Project Director - How to Conduct Meetings. Volunteer Services Management System Project, E.S.E.A. Title III, Columbus Public Schools. Columbus, Ohio. 1975.

A practical guide to developing a meeting from beginning to end.

Helgerson, Linda W., Project Director - School Volunteerism. Volunteer Services Management System Project, E.S.E.A. Title III, Columbus Public Schools. Columbus, Ohio. 1975.

A conceptual view of the issues, rights and responsibilities of those working with a school volunteer organization.

Hobbs, Daryl J. and Powers, Ronald - Group Member Roles for Group Effectiveness. Leadership Series No. 3. Iowa State University of Science and Technology, Cooperative Extension Service, Ames, Iowa. June, 1969. 7 pp.

This bulletin outlines the major factors determining group

effectiveness. A Worksheet for Group Member Roles prepared in September, 1963, is designed to accompany the discussion of group member roles. It is available from the same source.

Write: Publications Distribution Center
Iowa State University
Ames, Iowa 50010

Knowles, Malcolm and Hulda - Introduction to Group Dynamics. New York. Association Press. 1973. 96 pp. $4.50.

This book is a theory and practice introduction to group dynamics written in laymen's terminology.

Write: Association Press
291 Broadway
New York, N. Y. 10007

Lippitt, Ronald and Schindler-Rainman, Eva - Team Training for Community Change; Concepts, Goals, Strategies and Skills. Riverside, California, University of California, 1972. 75 pp.

A model of a class, in a continuing education role, designed to promote interaction between sectors of a community (The types of people - problems and background).

Miller, Gerald R. - Group Action III. Washington, D. C. Chamber of Commerce of the United States. 1973. 31 pp. $1.00.

Discusses generalizations regarding motivation and group action for increasing leadership effectiveness in group action situations.

Write: Chamber of Commerce of the United States
1615 H Street, NW
Washington, D.C.

Munneke, Leslie E. - Group Action II. Washington, D.C. Chamber of Commerce of the U.S. 1973. 47 pp. $1.00.

This is a study concerned with the effects of managerial decision making on human behavior.

National Training Laboratories, Institute for Applied Behavioral Science - Human Forces in Teaching and Learning. Selected Reading Series Three. Washington, D. C. 1968. 102 pp.

A collection of articles discussing the social and emotional forces in teaching and learning, i.e., human relations training.

National Training Laboratories Learning Resources Corp. - Laboratories in Human Relations Training. Reading Book. Fairfax, Va. 1971. 81 pp.

Informal papers presenting notes from theory sessions and laboratory experiences in the human relations training field, i.e., T Groups, self-actualization, etc.

Write: NTL Learning Resources Corp.
2817 N. Dorr Avenue
Fairfax, Va. 22030

Nylen, D., Mitchell, J.R. and Stout, A. - Handbook of Staff Development and Human Relations Training. Washington, D.C. NTL Institute for Applied Behavioral Science, 1967.

A very useful source book of ideas, illustrations and activities designed for use by trainers in a variety of situations and cultures. Most techniques here have a long history of successful usage although some are "new" to many trainers.

Quigley, E. James - Group Action I. Washington, D.C. Chamber of Commerce of the United States. 1972. 23 pp. $1.00.

This is a framework for increasing understanding of the dynamics of group action and for improving human relations skills.

Write: Chamber of Commerce of the United States
1615 H Street, NW
Washington, D. C.

Saxe, Richard - School-Community Interaction. McCutchan Publishing Corporation. California. 197 pp. $10.50.

Write: McCutchan Publishing Corporation
2526 Grove Street
Berkeley, California 94704

Weschler, Irving R. & Schein, Edgar H. - Issues in Training. Selected Readings Series Five. Washington, D. C. NTL Learning Resources Corporation. 1962. 121 pp.

A collection of articles which cover various aspects of human relations training, i.e., theories, goals, training designs, etc.

Yardley, Alice - Learning to Adjust. New York Citation Press. 1973. 144 pp. $2.65.

This book considers various behavioral situations of young children. Emphasis is placed on finding ways to channel behavior towards profitable goals.

Write: Citation Press
50 West 44th Street
New York, N. Y. 10036

PROGRAM DEVELOPMENT

Carter, Barbara and Dapper, Gloria - Organizing School Volunteer Programs. New York. Citation Press. 1974. 162 pp. $3.50.

A manual containing guidelines for initiating and operating school volunteer projects. (Assessing needs - training/orienting/recruiting).

Write: Citation Press
50 W. 44th Street
New York, N. Y. 10036

Carter, Barbara and Dapper, Gloria - School Volunteers: What They Do/How They Do It. New York: Citation Press. 1972.

A handbook for school volunteers - practical suggestions re: tutoring in major subject areas, guidelines re: the role of volunteer-staff relations, distinctive responsibilities and desired personality characteristics.

Church, David - How to Succeed with Volunteers. New York: National Public Relations Council of Health and Welfare Services, Inc. 1962. 32 pp.

Describes background material on volunteers in the United States and their current status. Emphasizes interaction and teamwork in the organization and administration of volunteer programs.

David, Anne - Help Yourself by Helping Others: A Guide to Volunteer Services. New York. Cornerstone Library. 1970. 191 pp. $1.45.

This book is a general overview of types of volunteers and volunteer services.

Finch, Robert E. - The Director's Role. Building a Successful Adult Basic Education Program. Columbus, Ohio. State of Ohio. Department of Education. 1973. 64 pp.

A description of the director's role as it involves leadership qualities and administrative organization.

Florida. State Department of Education - Administering a School Volunteer Program. An Individualized Teacher Education Module. Tallahassee, Florida. June. 1971. 30 pp.

This module focuses on long range goal planning for implementing a school volunteer program based on individual school needs.

Florida. State Department of Education - Planning a Volunteer in Education Program. Tallahassee, Florida. 1973.

Self instruction model to teach the participant how to plan, organize, and implement the volunteer program in a school.

Freund, Janet W. - A Guide for Co-ordinators of Volunteers and Volunteer Services in Schools. Project for Academic Motivation. Winnetka, Illinois. Winnetka Public Schools. 1968. 153 pp.

Describes a variety of school volunteer programs. Emphasis is on the coordinator who is responsible to the school for the selection and supervision of the work of the volunteers.

Write: Mrs. Janet Freund
427 Woodland Road
Highland Park, Ill. 60035

Helgerson, Linda W., Project Director - Volunteer Program Operations IV. Volunteer Services Management System Project, E.S.E.A., Title III, Columbus Public Schools, Columbus, Ohio. 1975. 39 pp.

A step-by-step guide to developing a Volunteer Program.

Helgerson, Linda W., Project Director - School Volunteer Operations VI. Volunteer Services Management System Project, E.S.E.A., Title III, Columbus Public Schools, Columbus, Ohio. 1975. 35 pp.

An outline of how to work with school personnel to develop their own volunteer program based upon student needs.

Jamer, T. Margaret - School Volunteers. New York: Public Education Association. 1961. 200 pp.

A summary of a school volunteer program. The program was designed to remove from the teacher some of the tutorial tasks and allow more time for creative teaching, to enrich the program of education by using the special talents of the volunteer, to create a more understanding commitment between the community and the school, to help children with special needs, and to decrease apathy and rebellion in the system. Includes organization of the program recruitment and training of volunteers, types of work done by volunteers and an appraisal of the program.

Janowitz, Gayle - Helping Hands: Volunteer Work in Education. Chicago: University of Chicago Press. 1965. 125 pp.

A report on a three year demonstration program in Chicago supported by the U.S. Office of Education. Includes information on locating children in need, organizing programs and involving volunteers in education.

Milwaukee Volunteer Bureau - Workers Without Pay Who Pay Off. Milwaukee: United Community Services. 31 pp.

Discusses what volunteers can contribute, getting the volunteer program ready and how to make the program work. Includes sample volunteer application and evaluation forms.

Minneapolis Public Schools - How to Initiate and Administer a Community Resource Volunteer Program. Minneapolis, Minnesota. 1971. 101 pp.

An excellent "how to" handbook for planning and developing a community resource volunteer program.

National Commission on Resources for Youth - Supervisor's Manual. Youth Tutoring Youth. New York. 1968. 54 pp.

A manual containing materials that can be used for training supervisors, aides and tutors. Some of the material is geared to explain volunteer programs to educators, administrators and the community.

Naylor, Harriet H. - Volunteers Today - Finding, Training and Working With Them. New York. Association Press. 1967. 192 pp.

A book designed for use by leaders in organizations using volunteer services. Considers conditions and techniques that make effective use of volunteers. Includes a discussion of the administration of a volunteer program, recruitment, training, motivation and supervision.

Write: Association Press
291 Broadway
New York, N. Y. 10007

Newport News Public Schools - Director's Notebook. Newport News, Va. 1974.

A guidebook for volunteer directors describing programs, giving sample forms and examples of training workshops.

Write: Newport News Public Schools
12465 Warwick Boulevard
Newport News, Va. 23606

Project Voice. Voluntary Opportunities for Inspiring Coordinators of Education - How to Handbook for Coordinators of Volunteers in Education. Washington, D.C. Washington Technical Institute. 1971. 88 pp.

Description of a training program for coordinators of volunteers in education. If coordinators are to recruit, interview, orient, train and service volunteers as tutors, they must have adequate preparation and this booklet attempts to give it.

Write: Washington Technical Institute
4100 Connecticut Avenue, NW
Washington, D.C. 20008

Schindler-Rainman, Eva, Lippitt, Ronald, Millgate, Irvine H. and Olson, Richard F. - Developing Our Volunteer Community. Tuxedo, New York. XICOM, Inc. 1974. 107 pp.

An instructional package, consisting of a leader's manual, participants' materials and cassette tapes, designed to involve more people in the decision making and planning of voluntary citizen participation services.

Schindler-Rainman, Eva and Lippitt, Ronald - The Volunteer Community: Creative Use of Human Resources. Washington, D.C.: NTL Learning Resources, Inc. 1971, 148 pp.

Discusses the philosophy of voluntarism and offers practical designs for action by individuals and groups. Gives suggestions for involving all segments of the population in voluntary participation.

Staley, Gerald J. - Volunteer Aides in Public Schools: Policies and Procedures in Oregon and Washington. Eugene, Oregon. University of Oregon. 1970. 44 pp.

A study of the guidelines and procedures needed to initiate a volunteer program and a review of some of the literature on volunteers.

Stout, Phyllis - Volunteer Staff Development. Intern Report. Washington, D.C. Extension Service. United States Department of Agriculture. 1973. 41 pp.

A volunteer leader development model was constructed, to stimulate leadership roles in activity and resource areas.

Swanson, Mary T. - Your Volunteer Program: Organization and Administration of Volunteer Programs. EDPA Volunteer Program. April, 1970.

A handbook specifying steps to be taken in developing an effective and meaningful volunteer program. The eleven chapters include discussions of administration, organization, supervision, recognition, financing and evaluation of programs.

Write: Des Moines Area Community College
2006 Ankeny Boulevard
Ankeny, Iowa 50021

United Community Funds and Councils of America - The Volunteer Bureau. A Handbook on Organization and Operation, 345 East 46th Street. New York, New York.

A useful tool for the community considering a volunteer bureau or for evaluating the function of an existing bureau.

United States Department of Labor. Manpower Administration - Americans Volunteer. (Manpower-Automation Research Monograph No. 10). Washington, D.C.: U. S. Government Printing Office. 1969. 43 pp.

Report of the results of the first nation-wide survey of volunteers. Appendices contain survey methods, survey questionnaires, survey tables.

PROGRAM PERSONNEL

Recruitment, Training, Supervision, Motivation

Adult Education Association of the U.S.A. - Conducting Workshops and Institutes. (No. 9 in a Series of Leadership Pamphlets). Washington, D.C.: The Association, 1956. 48 pp.

Gives information on organizing work groups, using resource people and conducting the first session. Tells how to conduct evaluation.

Adult Education Association of the U.S.A. - Conferences that Work. (No. 11 in a Series of Leadership Pamphlets). Washington, D.C. The Association, 1956.

Gives chart on conference operations, role of the planning committee and a time table for planning and management.

Adult Education Association of the U.S.A. - Effective Public Relations (No. 13 in a Series of Leadership pamphlets) Washington, D.C.: The Association, 1957. 48 pp.

Gives tips on improving the public image of an organization and tells how to use the most effective channels for public relations.

Adult Education Association of the U.S.A. - How to Lead Discussions. (No. 1 in a Series of Leadership pamphlets). Washington, D.C.: The Association, 1955. 48 pp.

Discusses the role of the leader and offers suggestions on how to have worthwhile discussion sessions. Material included for further study.

Adult Education Association of the U.S.A. - Training Group Leaders. (No. 8 in a Series of Leadership pamphlets). Washington, D.C.: The Association, 1956. 48 pp.

Lists the functions of leadership. Gives methods of evaluating leadership performance.

Adult Education Association of the U.S.A. - Training in Human Relations. (No. 16 in a Series of Leadership pamphlets). Washington, D.C.: The Association, 1959. 48 pp.

Gives highlights from a workshop. Includes "Human Relations Training in Three Days", by Leland P. Bradford, Jack R. Gibb and Gordon Lippitt.

American Red Cross - Guideline for Improving Skills in Interviewing. Washington, D.C. 19 pp.

Contains principles of interviewing, techniques for interviewing and rating questionaires for improving interviewing skills.

American Red Cross - Personnel Practices for Volunteers. Washington, D.C. 1968. 18 pp.

Describes the need for personnel practices in volunteer programs, e.g., job descriptions, recruitment, orientation, etc.

Benz, Marjorie H. - Instructor's Manual. Teaching Volunteers to Help in the Reading Program. Manchester, New Hampshire. New Hampshire Council for Better Schools. 1970. 49 pp. $2.00.

A training manual geared to the instructor of volunteer reading aides. Emphasis is on practical demonstrations, preparation of materials and simulated pupil aide situations.

Write: School Volunteer Program
New Hampshire Council for Better Schools
922 Elm Street
Manchester, New Hampshire

Chambers, J.C., Ed. - A.B.C.'s: A handbook for Educational Volunteers. Washington, D.C., Washington Technical Institute, 1972.

Program organization - administration, recruitment, interviewing, orientation and training, motivation and evaluation of volunteer programs is covered in this basic guide.

Chapman, M. - Directing the Work of Others: A Guide for Volunteers, New York; Girl Scouts of U.S.A.

An illustrated pamphlet for the Girl Scout who supervises. Deals with the various aspects of supervision giving practical suggestions.

Educational Service Bureau, Inc. - Teacher Aides or Auxiliary School Personnel. Washington, D.C. 1966. 64 pp. $3.95.

A description of the role teacher aides can play in education with emphasis on recruitment, training, supervision, etc.

Health and Welfare Council of the National Capital Area. Volunteer Services Branch - How to work with Volunteers. (Demonstration Training Course for the Staff). Washington, D.C. The Council, 1962.

A demonstration training course for the staff who works with volunteers.

Helgerson, Linda W., Project Director - Volunteer Personnel Operations V. Volunteer Services Management System Project, E.S.E.A., Title III, Columbus Public Schools Columbus, Ohio. 1975. 87 pp.

A detailed procedural guide for working with volunteers: Recruitment, interviewing, placing, record keeping, volunteer personnel file. Includes sample forms.

Helgerson, Linda W., Project Director - How to Recognize and Retain the Volunteer. Volunteer Services Management System Project, E.S.E.A., Title III, Columbus Public Schools, Columbus, Ohio. 1975.

A booklet designed to assist those working with volunteers and those planning recognition activities.

Helgerson, Linda W., Project Director - Teacher Handbook. Volunteer Services Management System, Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio. 1975.

A booklet outlining the role of the volunteer and of the teacher with practical suggestions and forms.

Helgerson, Linda W., Project Director - Interviewer's Handbook. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio. 1975.

A booklet designed to help those who will be screening and inducting potential volunteers.

Helgerson, Linda W., Project Director - Volunteer Handbook. Volunteer Services Management System Project, E.S.E.A., Title III, Columbus Public Schools. Columbus, Ohio. 1975.

A booklet outlining the role of the volunteer in the schools, with practical suggestions and forms.

Isgar, Tom and Isgar, Susan - A Leadership Training Program. Using Cross-Cultural Experiences. Washington, D.C. Tutorial Assistance Center. 1969. 104 pp.

Describes a training program designed to create stronger, more capable leadership for tutorials through personal growth of the directors and administrators.

Isgar, Tom and Isgar, Susan - Learning Games. Washington, D.C. Tutorial Assistance Center. 43 pp.

The learning games of this publication are really role playing exercises to teach students how to deal with real conflicts and problems.

Kohler, Mary, Ed. - Youth Tutoring Youth. A manual for Trainers. New York. National Commission on Resources for Youth. 1970. 118 pp.

Materials for training tutors, detailed examples for the first few weeks of a tutor training program, are in this handbook.

Write: National Commission on Resources for Youth
36 West 44th Street
New York, N. Y. 10036

Laffey, James and Perkins, P. - Teacher Orientation Handbook. National Reading Center, Washington, D.C. Government Printing Office. 1972.

Overview of a volunteer tutoring program: Implementing the tutoring program - teachers' role - administrative - public relations.

Larkin, Kathleen O. - For Volunteers Who Interview. Chicago: Welfare Council of Metropolitan Chicago, 123 W. Madison Street, Chicago, Illinois. 60602.

A manual dealing with the interview and its techniques, factors of motivation and individual characteristics of the volunteer that affect placement.

Laubach, F.C. & Laubach, R.S. - "Illiteracy in America: Further Comment; The Role of the Volunteer Teacher", Harvard Educational Review, 1970. 4, pp. 277-279.

A brief discussion of training, supervision and volunteer motivation (out-of-school volunteers).

Lundblad, H. and Smith, C. - Tutor Trainer's Handbook, National Reading Center, Washington, D.C.: U. S. Government Printing Office, 1972.

Role of the tutor - a practical guide for planning, implementing and evaluating a tutor program. (Primary grades) (Reading).

National Reading Center - Tutor Training Materials. Washington, D.C. National Reading Council. 1971.

A manual designed to train trainers of volunteer reading tutors. Extensive material designed for each specific person involved in tutoring programs.

National Student Volunteer Program - Training Student Volunteers. Washington, D.C. 103 pp.

This manual is designed to teach the reader how to construct a systematic training program.

Write: National Student Volunteer Program
806 Connecticut Avenue, NW
Washington, D.C. 20525

New York - School Volunteer Program - Interviewer's Guide: A Manual for Interviewers of Prospective Volunteers. New York, N. Y. 1971. 11 pp.

General overview of what should be contained in an interview and how it should be conducted.

Write: School Volunteer Program
20 West 40th Street
New York, N. Y. 10018

Newton, E.S. - "Training the Volunteer Reading Tutor". Journal of Reading, Vol. 8, January, 1965, pp. 169-174.

A syllabus in outline form for Reading Tutors.

Pell, A.R. - Recruiting, Training and Motivating Volunteer Workers. New York: Pilot Books, 1972. 62 pp.

Basic guidelines and suggestions on the functional areas of a volunteer program. Stresses successful interpersonal relations.

Resource Design Specialists, Inc. - Recruitment. Participant Manual. Self-development Series. Champaign, Illinois. 1972.

Texts and participatory exercises are designed to assist volunteer administrators gain a better understanding of recruitment.

Scheier, Ivan H., Fautsko, Timothy F., and Callahan, Dian - Matching Volunteer to Client. A How-to-do-it aid in matching. Frontier 12. Boulder, Colorado. The National information Center on Volunteerism. 1973. 27 pp. $4.00.

Discusses a project which attempts to develop practical, systematic method for matching volunteers with clients.

Write: National Information Center on Volunteerism
1221 University Avenue
P.O. Box 4179
Boulder, Colorado 80302

Stenzel, Ann K. and Feeney, Helen M. - Volunteer Training and Development: A Manual for Community Groups. New York: The Seabury Press, Inc. 1968. 223 pp.

A working manual for those responsible for the training and development of volunteers in community affairs. Consists of plans, checklists, exercises, learning experiences and training program suggestions.

Write: Seabury Press
815 Second Avenue
New York, N. Y. 10017

United Community Services Volunteer Bureau of Omaha - Creative Supervision of Volunteers: A Conference for Career Supervisors, Volunteer Supervisors, Lay Workers. Omaha, Nebraska: The Bureau. 1964.

Proceedings of the conference, concerning general principles of supervision and motivation, retention and growth of volunteer workers.

Voluntary Action Center of Akron - In-basket for Volunteer Directors. Akron, Ohio. 1974.

An exercise designed to give participants experience in decision-making by simulating real life situations in volunteer agencies.

Write: U.C.C. Volunteer Action Center
P. O. Box 1260
Akron, Ohio 44309

Voluntary Action Center of Kansas City-Training Manual. Kansas City, Missouri. 1968. 54 pp.

A report on the proceedings of the Western Area Conference discussing recruitment, placement, etc., as used in volunteer bureaus.

Weinberg, Isolde Chapin - Volunteer Recruiting. Views, Techniques and Comments. Washington, D.C. National Center for Voluntary Action. 1974. 39 pp.

This manual describes how to recruit volunteers. It is a continuous process with various techniques which are detailed in this publication.

Whaley, Nita - School Volunteers: Districts Recruit Aides to meet rising costs, students needs. Education, U.S.A., Special Report. Arlington, Va. National School Public Relations Association. 1973. 64 pp. $4.00.

A general overview of school volunteer programs, personnel and procedures.

Write: National School Public Relations Association
1801 North Moore Street
Arlington, Virginia 22209

White, Alice and Delano, Margaret L. - Recruiting, Selecting and Placing Volunteers. New York: 1960. 38 pp. 35¢.

A booklet designed for the recruiter of volunteers for Girl Scout work. Discusses the job of the recruiter, types of volunteer jobs, sources of recruitment and selecting, placing and holding the recruit.

Write: Girl Scouts of U.S.A.
830 Third Avenue
New York, New York 10022

PROGRAM EVALUATION

Anderson, Scarvia B., Ball, Samuel; Murphy, Richard T. and Assoc. Encyclopedia of Educational Evaluation. San Francisco, Cal. Jossey-Bass Publishers. 1975. 515 pp.

A collection of articles covering all phases of evaluation. Discusses thoroughly concepts and techniques for evaluating education and training programs.

Write: Jossey-Bass, Inc., Publishers
615 Montgomery Street
San Francisco, Ca. 94111

Armstrong, Harold R. and Olds, Robert - The Tee-Tor Book. A Guide for Evaluatees and Evaluators in Education. Westerville, Ohio. School Management Institute. 1974. 40 pp.

A discussion of evaluation as it applies to Evaluators and Evaluatees in educational organizations.

Write: School Management Institute
750 Brooksedge Boulevard
Westerville, Ohio 43081

Ball, Rodney J. and Cook, Desmond L. - The Development of Success Criteria for Educational Research and Development Projects. Philadelphia, Pa. Research for Better Schools, Inc. 1973. 11 pp.

A study of possible criteria for determining the success of a project in the field of education.

Cook, Desmond L. - An Introduction to PERT. Columbus, Ohio. Ohio State University. 1964. 17 pp.

PERT, a continuous re-evaluation process, is discussed to acquaint others with its history, use and adaptation to other subject areas.

Write: Ohio State University
Educational Program Management Center
Columbus, Ohio 43210

Cook, Desmond - Program Evaluation and Review Technique. Applications in Education. Washington, D.C. U.S. Government Printing Office. 1966. 99 pp.

A discussion of the basic concepts and principles of PERT, program evaluation and review technique, as they can apply to educational project management.

Far West Laboratory for Educational Research and Development - A Training Program in Educational Development, Dissemination and Evaluation. (Program of Instruction) San Francisco, Calif. 1973. 28 pp.

A self-instruction module to provide the participant with a general overview of research and D.D. and E. as it relates to education.

Far West Laboratory for Educational Research and Development - Tryout and Revision. Module 4.4 (Entry Professional) San Francisco, California. 1972. 74 pp.

A self-instruction module designed to teach evaluation procedures and criteria to the participant.

Hayman, John L. - Research in Education. Columbus, Ohio. Charles E. Merrill Publishing Company. 1968. 122 pp.

This publication is designed to give the student of professional education an overview of the research in the educational field that has been published during the year.

Helgerson, Linda W., Project Director - Information System for A Volunteer Services System III. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio. 1975. 46 pp.

A procedural guide for developing a system of information for a volunteer organization.

Helgerson, Linda W., Project Director - Volunteer Management - How to Assess Needs. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio. 1975.

A step-by-step guide for those wishing to conduct a needs assessment.

Kibler, Robert J., Barker, Larry L. and Miles, David T. - Behavioral Objectives and Instruction. Boston. Allyn and Bacon, Inc. 1970.

Identifies functions that behavioral objectives can serve with special emphasis on applications in education.

Kryspin, William J. and Feldhusen, John F. - Writing Behavioral Objectives. A Guide to Planning Instruction. Minneapolis, Minn. Burgess Publishing Company. 1974. 95 pp.

Programmed text for people wanting to become teachers, to develop a sequential series of learning stages helpful in writing objectives.

McCreech, Robert B. - Let's Measure Up! A set of criteria for evaluating a volunteer program. Re-issued March, 1969. 18 pp.

This pamphlet lists important points for evaluating a volunteer program and examples of imaginative ways in which volunteers can enrich and extend an agency's resources.

Write: Center for Continuing Education
Northeastern University
360 Huntington Avenue
Boston, Mass. 02115

Noce, James S. - Research and Evaluation in Tutorial Programs. Washington, D.C. Tutorial Assistance Center. 1967. 15 pp.

Evaluation and research are defined and differentiations outlined. Emphasis is on the application of evaluation to tutoring activities.

Write: Tutorial Assistance Center
2115 S Street, NW
Washington, D.C. 20008

Palmer, Parker and Jacobsen, Elden - Action Research: A New Style of Politics in Education. Boston, Mass. Institute for Responsive Education. 1974. 30 pp. $1.50.

A discussion of action research, a program in which numbers of people are organized to define problems and gather facts.

Write: Institute for Responsive Education
704 Commonwealth Avenue
Boston, Mass. 02215

Robinson, David M. - Problem Analysis. Studies in Organization Management. Washington, D. C. Chamber of Commerce of the United States. 1962. 30 pp.

A step-by-step plan for problem analysis to help establish problem solving techniques.

Smith, David Horton - Evaluating Voluntary Action. A primer and introductory check-list. Occasional paper #3. Washington, D.C. Center for a Voluntary Society. 1972. 11 pp.

Evaluation is a process consisting of many factors. These factors are the topic of this publication.

Smith, David Horton - Research and Communication Needs in Voluntary Action. Washington, D.C. Center for a Voluntary Society. 1972. 29 pp.

Examines various projects designed to meet the research and communication needs of voluntary action programs.

Write: Center for a Voluntary Society
1785 Massachusetts Avenue, NW
Washington, D.C. 20036

Smith, David Horton, Reedy, Richard D. and Baldwin, Burt R. - Voluntary Action Research: 1972. Lexington, Mass. D.D. Heath and Company. 1972. 373 pp.

Annual review volume of the Center for a Voluntary Society. The Center is dedicated to promote and expand use of volunteers to help our society.

Stuffelbeam, Daniel L. Ed. - Educational Evaluation and Decision-Making. Itasca, Ill. F. E.Peacock Publishers, Inc. 1972. 368 pp.

Worthen, Blaine R. and Sanders, James R. - Educational Evaluation: Theory and Practice. Worthington, Ohio. Charles A. Jones Publishers. 1973. 372 pp.

FOR THE EDUCATIONAL ADMINISTRATOR:

Burt, Samuel M. - Strengthening Volunteer Industry Service to Public Education. A Basic Manual for School Administrators and Business Executives. Kalamazoo, Michigan. W. E. Upjohn Institute for Employment Research. 1971. 32 pp.

This is a handbook for businessmen who want to improve their public schools through volunteer activity. School administrators seeking to involve community leaders will find this pertinent.

Burt, Samuel M. and Lessinger, Leon M. - Volunteer Industry Involvement in Public Education. Lexington, Mass. D.C. Heath and Company. 1970. 203 pp.

A summary of practice in management, giving ideas to be used and types of people and places where help can be obtained from industry.

Dade County Public Schools - SVP. Leader's Handbook. Miami, Fla. 1972. 99 pp.

A handbook for school administrators, principals, resource people and chairmen of school volunteer programs. Very good resource for job descriptions, record keeping forms and a view of administrative involvement in volunteer programs.

Eberly, Donald J. - "Service Experience and Educational Growth". Educational Record, Vol. 49. Spring, 1968. 197-205 pp.

Argues that institutions of higher learning should recognize the importance of service experiences for college students.

The Flint Board of Education - The Mott Program. Flint, Michigan.

Report of the Mott Foundation Program at work in the Flint, Michigan Education Program. A community school concept demonstrates the development of human resources. Based on the concept of help people help themselves. Pamphlets included on all phases of the program.

Write: The Mott Program
Kearsley Street
Flint, Michigan 48503

Hedges, H. G. - Extending Volunteer Programs in Schools. St. Catherines, Ontario. The Ontario Institute for Studies in Education. 1973.

This is an extension of the earlier general model modified to include needs of a secondary school, a differentiated staffing plan and individualized reading program.

Hedges, H. G. - Using Volunteers in Schools. Final Report. A project funded by contract between OISE and the Ministry of Education, Ontario. St. Catherines, Ontario. The Ontario Institute for Studies in Education. 1972.

A general model for a volunteer program which identifies and explains major phases of the program (i.e., needs and goals, evaluation procedures and analysis of the results).

Helgerson, Linda W., Project Director - Handbook for Volunteer Training. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools. Columbus, Ohio. 1975.

This booklet offers a design for developing all types of training activities.

Helgerson, Linda W., Project Director - School Administrators handbook. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus, Ohio. 1975.

A booklet designed to assist a principal or a central office administrator to determine the usefulness and practicalities of establishing a Volunteer Service System.

Igoe, Charles J. - Project Outreach: Student Involvement through Volunteer Programs. A study presented to the Lutheran Church in America. Selinsgrove, Penn. Susquehanna University Press. 1972. 57 pp.

Represents a model student volunteer program at college level. Basic "how to's" for starting a college level volunteer program.

Illinois Coalition for Volunteer Student Action, Inc. - The Student as Volunteer. Report on the first state conference. April 16-18. Carbondale, Ill. 129 pp.

Proceedings of a conference on student volunteerism which brought together state government, private agencies and college students.

Institute for Educational Development - Industry and Education. Study No. 2. Partnerships. "Partnership" High Schools: The Search for New Ways to Cooperate. New York, N. Y. 1969. 56 pp. $1.00.

A study of industry/education relationships that have been piloted in schools throughout the U. S.

National Education Association - Education and the Disadvantaged American. Washington, D. C. 1962. 39 pp. $1.25.

A look at cultural and educational disadvantagement in America and the role schools play.

National Education Association - Parent Involvement: A Key to Better Schools. Washington, D.C. 1972. 64 pp.

A discussion of a parent involvement program to broaden the learning opportunities of each child through increased personal attention.

National School Volunteer Program - A Question of Relationships. New York: N.S.V.P., 1965. 12 pp.

A discussion bringing up thoughtful questions about our educational system pointing out why volunteer assistance is needed.

Oberlin City School District - Orbit II. Growth Toward Wisdom. Oberlin, Ohio. 1973.

Orbit (Organizing Resources by Instructional Teams) is a project concerned with maximizing employment of human and material resources to achieve student centered education. Areas involved are: team teaching, differentiated staff, flexible scheduling, etc.

Ontario Institute for Studies in Education. Niagara Centre. The Maple Grove Story. Ontario. 1972. 83 pp.

The story of a small rural school and its innovative use of parents and volunteers.

Ontario Institute for Studies in Education - Volunteer Helpers in Elementary Schools - A Survey of Current practice in the Niagara Region of Ontario and an Analysis of Instructional Roles. (Profiles in Practical Education No. 1, Ontario. 1971.

Offers insight related to all aspects of school volunteer programs: staff reaction - evaluation - attitude.

Perkins, Bryce - Getting Better Results from Substitutes, Teacher Aides and Volunteers. Successful School Management Series, New Jersey. Prentice-Hall, 1966.

Tells how volunteer programs in the school may be initiated and managed. Gives examples of operating programs in a variety of settings.

Reading is Fun-damental Committee - This Book Belongs to Me! Washington, D.C. D.C. Citizens for Better Public Education, Inc. 1968.

A history of the Reading Is Fundamental Project in Washington, D.C. The object of the project was to stimulate interest and enjoyment in reading by giving disadvantaged elementary students inexpensive paperback books.

San Francisco Unified School District - Paraprofessional Handbook. San Francisco, Ca. 1974. 74 pp.

A comprehensive handbook covering all paraprofessional programs in the San Francisco schools. Subjects covered are differentiated staffing, team effort, commications, etc.

Smith, Carl B. - Treating Reading Difficulties. The role of the principal, teacher, specialists, administrator. Washington, D.C. U.S. Government Printing Office. 1970. 132 pp. $1.50.

A summary of research findings describing new programs developed to treat reading difficulties.

Write: United States
Government Printing Office
Division of Public Documents
Washington, D.C. 20402

Sunderlin, Sylvia and Wills, Brooke, Eds. - Aides to Teachers and Children. Washington, D. C. Association of Childhood Education International. 1968. 64 pp.

Several articles dealing with different aspects of teacher aides' role in today's schools.

Tanck, James - College Volunteers - A Guide to Action: Helping Students to Help Others. Produced with the support of VISTA. U.S. Government Printing Office, Washington, D.C. 1969. 73 pp. Price, 40¢.

This manual describes six models for developing student volunteer programs. A comprehensive student and youth model involving partnership between schools and students is described in detail.

Write: National Program for Voluntary Action
1735 Eye Street, NW
Washington, D.C. 20006

Totten, W. Fred and Manley, Frank J. - The Community School. Basic concepts, function and organization. Galien, Michigan. Allied Education Council, 1969. $7.95.

The home, school and community must support each other's efforts to make the educative process effective. This book discusses thoroughly the whole area.

Write: Allied Education Council
P. O. Box 78
Galien, Michigan 49113

Wurman, Richard Saul, Ed. - Yellow Pages of Learning Resources. Resources Directory.

This book is concerned with the potential of the city as a place for learning. Part one discusses the typical places that every city has (i.e., bank, department store) as learning resources. Part two details how to get cooperation from these places and people.

Urban Action Clearinghouse - Detroit Industries Become Partners of Core-City High Schools. Case Study Number 9. Washington, D.C. Chamber of Commerce of the United States. 1968. 17 pp. $1.50.

A description of volunteer programs in Detroit involving Michigan Bell and Chrysler Corporation with area high schools.

Chamber of Commerce of the United States
1615 H Street NW
Washington, D.C. 20006

FOR THE PROFESSIONAL STAFF:

Adult Education Association of the U.S.A. - Working with Volunteers. Washington, D.C. 1956. 48 pp.

This pamphlet is a good overview of types of volunteers, processes necessary to utilize volunteers and activities that volunteers can complete.

Caplin, M. D. - "Invaluable Resource: the School Volunteer", bibliography, Clearinghouse; 1970, 45 pp. 10-14.

Overview of existing programs.

Cleveland Heights - University Heights City School District - Catalog of Resource Personnel. Volunteer Program. Cleveland, Ohio. 1973. 32 pp.

A basic sample of what a community resource file is.

Conneil, Kenneth F. - The Use and Training of Auxiliary Personnel in Education. Columbus, Ohio. Battelle Memorial Institute. 1968. 47 pp. MF. - 25¢. H. C. - $2.45.

A study of the educational needs for paraprofessionals and supportive assistants.

Dade County Public Schools - Eastern Airlines' Volunteer Program. Progress Report. March 15 - May 25. Miami, Florida. 1972. 28 pp.

Description of a program using Eastern Airlines' personnel as volunteers in community schools.

Davis, Harold S., Ed. - Instructional Media Center. Bold New Venture. Bloomington, Indiana University Press. 1972. 237 pp.

A collection of essays, by specialists and educators, providing guidelines on the planning and use of instructional media centers.

Doll, Ronald and Fleming, Robert S., Eds. - Children Under Pressure. A collection of readings about scholastic pressure. Columbus, Ohio. Charles E. Merrill Publishing Company. 1966. 109 pp.

A series of articles discussing various aspects of scholastic pressure. Emphasis is on countering excess scholastic pressure with appropriate and effective action both by parents and educators.

Write: Charles E. Merrill Publishing Company
1300 Alum Creek Drive
Columbus, Ohio 43216

Florida - State Department of Education - Assisting in the Classroom. An individualized teacher education module. Tallahassee, Florida. June, 1971. 14 pp.

A handbook for volunteers to prepare them for their duties as a classroom assistant.

Florida - State Department of Education - Building One-to-One Relationships. An individualized teacher education module. Tallahassee, Florida. June, 1971. 62 pp.

This model details the verbal patterns and processes necessary to develop a one-to-one relationship.

Florida - State Department of Education - Handbook for Tutorial Programs. An individualized teacher education module. Tallahassee, Florida. June, 1972. 63 pp.

Details information necessary to envision the opportunities, scope and problems related to a tutoring program (student).

Florida - State Department of Education - Helping Students Develop Appropriate Behavior. An individualized teacher education module. Tallahassee, Florida. June, 1971. 38 pp.

The material in this model was developed to make the teacher aware of the needs and criteria for implementing a program of behavior modification.

Florida - State Department of Education - Student Tutoring Program, Mini-Pak I. An individualized teacher education module. Tallahassee, Florida. June, 1972. 51 pp.

Upon completion of this Mini-Pak, the participant will be able to design and conduct a program of diagnostic and evaluative assessment for a tutoring program.

Florida - State Department of Education - Student Tutoring Program, Mini-Pak II. An individualized teacher education module. Tallahassee, Florida. June, 1972. 153 pp.

Mini-Pak II includes training for acquiring the necessary skills needed by the person who will have the responsibility of developing the daily lesson plans or prescriptions to be used in the tutoring situation.

Florida - State Department of Education - Student Tutoring Program, Mini-Pak III. An individualized teacher education module. Tallahassee, Florida. June, 1972. 59 pp.

The activities are designed to give the participant skills in determining program specifications, implementation strategy and assessment procedures of program effectiveness.

Florida - State Department of Education - Student Tutoring Program, Mini-Pak IV. An individualized teacher education module. Tallahassee, Florida. June, 1972. 38 pp.

The participant will develop skills necessary to plan and implement a student tutor training program .

Florida - State Department of Education - Using the Services of a School Volunteer. An individualized teacher education module. Tallahassee, Florida. 1971. 20 pp.

A self instruction mini module to teach utilization of volunteer services with emphasis on developing a growing relationship.

Write: Raymond G. Melton, Ed. D., Director
National Cluster for the Improvement of Educational Systems
Florida Department of Education
125 Miles Johnson Boulevard
Tallahassee, Florida 32304

Gartner, Alan, Kohler, Mary and Riessman, Frank - Children Teach Children: Learning by Teaching. New York. Harper and Row, Publishers. 1971. 180 pp.

This volume describes projects in which young people have been learning through teaching. A rewarding relationship can develop between the child requiring individual attention and the young person needing to assume responsibility.

Write: Harper and Row, Publishers
10 East 53 rd Street
New York, N. Y. 10022

Helgerson, Linda W., Project Director - Handbook for Volunteer Training. Volunteer Services Management System Project E.S.E.A., Title III. Columbus Public Schools. Columbus, Ohio. 1975.

This booklet offers a design for developing all types of training activities.

Hopkins, Lee Bennett - Let Them Be Themselves. New York. Citation Press. 1974. 244 pp. $3.25.

Directed to the inner-city school language arts teacher, this book gives recommendations for enrichment activities.

Kohler, Mary, Ed. - Youth Tutoring Youth: It Worked. New York: National Commission on Resources for Youth, 1968.

Describes an experimental project in Newark and Philadelphia, in which young people were paid to tutor children with learning difficulties.

Lewis, Anne - Pre-school Breakthrough. What Works in Early Childhood Education. U.S.A. Special Report. Washington, D.C. National School Public Relations Association. 1970. 48 pp. $4.00.

This report is designed to help school personnel to prepare for preschoolers. It reviews old and new theories, research findings and describes various projects.

Write: National School Public Relations Assn.
1201 - 16th Street, NW
Washington, D.C. 20036

National Student Volunteer Program - Education Kit. Washington, D.C.

A program kit containing case studies of educational volunteer programs.

National Student Volunteer Program - High School Student Volunteers. Washington, D.C. 1972. 60 pp. 60¢.

This manual is an attempt to show how to conceive and implement a school sponsored volunteer effort.

New Orleans Public Schools - Into the Community: A Guide to Field Trips. New Orleans, La. 1974. 37 pp.

A guide of places to go for field trips and how to plan a field trip, so that the experience becomes educationally meaningful to the student.

Ontario-Montclair School District - A Cross-Age Teaching Resource Manual. A program funded by the federal government under Title III, Elementary and Secondary Education Act of 1965. Ontario, California. 1971. 126 pp.

Guidelines developed to help those who have the desire and responsibility to establish and maintain a cross-age teaching program.

Port Arthur Independent School District - Special Partners in Community Education. Service and exploration in education. Port Arthur, Texas. 1972. 37 pp.

Description of two volunteer programs using human resources of the community for enrichment and an elementary aide program.

Robb, Melvin H. - Teacher Assistants. Columbus, Ohio. Charles E. Merrill Publishing Company. 1969. 152 pp.

Discusses the need for aides in education, tasks they can perform and position in school system, orientation and training, and various types of volunteer programs.

San Francisco Unified School District - VICCI - Volunteers in College and Career Information. Evaluation Report. San San Francisco. 1973. 60 pp.

Description of a supplemental guidance program, staffed by trained volunteers, to provide a college and career information to high school students.

Schultz, Larry and Watson, Patricia - Creative Learning Program for Artists, Teacher Aides and Volunteers in Education. Oklahoma City, Oklahoma City Public Schools. 1973. 99 pp.

A description of a creative learning program designed to facilitate the interaction of adults and elementary pupils in creative experiences.

Smith, Donald C. - A Community Program for Children with Behavioral and Learning Disorders. Final Report. Columbus, Ohio. Ohio State University, 1969. 180 pp. ED040 557 - MF. 75¢. EC00610 - HD. $9.10. ERIC.

A community helper project involving untrained volunteers in a one-to-one relationship with children who had behavioral and learning problems in school.

FOR THE VOLUNTEER:

Abelson, Ruth - A Handbook for Volunteers. Canton, Ohio. Canton City Schools. 1973. 79 pp.

The methods, procedures and materials developed for the Canton City Schools are presented for administrators, teachers and volunteer aides.

Brookhart, Norma - Handbook for Volunteer Reading Aides. Philadelphia, Pa. Lutheran Church Women. 1972. 48 pp.

A general handbook for the reading aide on tutoring the adult non-reader.

Write: Lutheran Church Women
2900 Queen Lane
Philadelphia, Pa. 19129

Carson, Joan C. - Parent Power: Primary Activities for the Home. University of Mississippi. 25 pp.

A booklet for parents to help them prepare their children for the experience of going to school.

Cleveland Public Schools - Guide for the Mathematics Volunteer. Cleveland, Ohio. 1970. 43 pp.

A guidebook for tutors in mathematics, a general overview of duties and sample activities.

Cleveland Public Schools - Handbook for Volunteer Service in the Secondary School Library. Cleveland, Ohio. 1963.

This is a handbook to help the volunteer to develop the skills and techniques necessary for library.

Dade County Public Schools - Assisting in the Classroom. An individualized volunteer education module. Tallahassee, Florida. State of Florida Department of Education. June, 1971. 16 pp.

A manual describing the duties procedures needed by a classroom aide. Designed for use by the volunteer.

Dade County Public Schools - Assisting with clerical tasks. An individualized volunteer education module. Tallahassee, Florida. State of Florida Department of Education. 75 pp.

Self instruction module designed to acquaint the participant with the clerical skills necessary in a school.

Dade County Public Schools - Assisting in the Library-Media Center. Volunteer education module. Tallahassee, Florida. Department of Education. June, 1971. 99 pp.

An individualized training program for volunteers to develop skills necessary to use the library with special emphasis on audio-visual equipment.

Dade County Public Schools - Building One-to-One Relationships. An individualized volunteer education module. Tallahassee, Florida. State of Florida. Department of Education. June, 1971. 63 pp.

This model details the building of one to one relationships through the verbal dimension.

Dade County Public Schools - A Handbook for School Volunteers. Miami, Florida. 51 pp.

Outlines the volunteer positions and their duties, available in the schools. A basic overview of a volunteer's role.

Dade County Public Schools - Helping Students Develop Appropriate Behavior. An individualized volunteer education module. Tallahassee, Fla. State of Florida Department of Education. 1971.

A self instruction module to teach methods of positive reinforcement of children toward appropriate behavior in the classroom.

Dade County Public Schools - Tutoring in Reading and Mathematics. An individualized volunteer education module. Tallahassee, Fla. State of Florida Department of Education. 1971. 66 pp

A self-instruction module that develops a basic knowledge and human relations understanding that will help the tutor help students acquire math and reading skills.

Detroit, Michigan Board of Education - They're Worth Your Time. Detroit Public Schools. 1969. 58 pp. $1.00.

Designed to provide guidelines and suggestions for tutors in service to Detroit Public Schools. Useful as a handbook, giving philosophy, principles and techniques for tutoring programs. Gives specific suggestions for tutoring in language arts, mathematics and education.

Write: Aileen Selick, Director
Department of School Volunteers
Detroit Public Schools

Florida - State Department of Education - Assisting in the Library. An individualized volunteer education module, Tallahassee, Florida, June, 1971. 99 pp.

Student handbook to accompany self-teaching tapes which prepare the volunteer to assist in the school library or 'media' center (worksheets included). Comprehensive.

Florida - State Department of Education - Tutoring in Reading and Mathematics. An individualized volunteer education

module. Tallahassee, Florida. 1971.

Individualized program to provide a resource of basic knowledge and human relations understandings that will help the tutor develop math and reading skills of students.

Gattmann, Eric and Hendricks, William - The Other Teacher: Aides to Learning. Belmont, California. Wadsworth Publishing Company. 1973. 207 pp.

Discusses some basic principles of education and practical information and techniques that the teacher aide can use in the classroom.

Howell, Barbara Thompson - Getting It Together at Home. Partners in Urban Education. Morristown, New Jersey. General Learning Corporation. 1972. 58 pp.

A handbook geared to help parents help their children adjust and utilize instruction and school experiences.

Mergentime, Charlotte - School Volunteer Reading Reference Handbook. New York, N. Y. 1965. 24 pp.

A guidebook offering procedures and suggestions for word recognition techniques to help volunteers working with retarded readers.

Write: School Volunteer Program

Milwaukee Public Schools - Volunteer Tutor Reading Handbook. Milwaukee, Wisconsin. 24 pp.

Provides the volunteer tutor with a foundation for his relationship with the student.

Write: Milwaukee Public Schools
Board of School Directors
5225 W. Vliet Street
Milwaukee, Wisconsin

Mount Vernon City Schools - Handbook for Volunteer Service in the Elementary School Library. Mount Vernon, Ohio. 1973.

A guidebook which outlines and describes the duties of library volunteers in an elementary school.

National Commission on Resources for Youth, Inc. - For the Tutor. Tutor's Grab Bag. Washington, D.C. 1970. 123 pp.

Activities for reading tutors to help interest the tutee in reading.

Write: National Commission on Resources for Youth, Inc.
36 West 44th Street
New York, N. Y. 10036

National Student Volunteer Program - Volunteering: A Manual for Students, Washington, D.C.: Volunteers in Service to America.

A manual produced in response to the need of students either interested in or involved in volunteer programs.

Oklahoma City Public Schools - Guide for the volunteer in Sullivan and Distar Reading Programs. Oklahoma City. Oklahoma. 1971. 27 pp.

A general introductory handbook for reading volunteers.

Orange Co. Dept. of Education - Volunteer Aides Handbook: Media Center. Santa Ana, Calif. 1971. 108 pp. MF 65¢ HC - $6.58.

Handbook for library aides containing a section which identifies and describes audio-visual aids.

Rauch, Sidney J., Ed. - Handbook for the Volunteer Tutor. Newark, Delaware. International Reading Association. 1972. 106 pp.

A handbook describing methods and techniques used in tutoring junior and senior high school students who require special reading help.

Roane County Schools - Volunteer Handbook for Assisting in the School Media Center. 1973. 63 pp.

Guidebook for library/media volunteers to train them to use audio visual equipment and library materials.

Robbins, E., - Tutors Handbook, National Reading Center. Washington, D.C.: U.S. Government Printing Office.

Successful tutoring-principles and practices. Prepared teaching materials, sample lessons. (For children who have problems learning to read.)

Rose, Norman M. - Working as an Aide in an Inner City School. Partners in Urban Education. Morristown, New Jersey. General Learning Corporation. 1973. 58 pp.

A handbook for parents in inner city school districts who want to become school aides.

COMMUNITY

American Association of University Women - Action is Our Bag. A Working Guide for Planned Community Change. Washington, D.C. 1969. $1.50.

A packet of community action materials to aid people in organizing volunteer community action.

American Association of University Women - Power Quotient Bag. A working for developing power. Washington, D.C. 1970. $2.00.

A multi-media set to help personal and group effectiveness in achieving planned community change.

Write: American Association of University Women
2401 Virginia Avenue, NW
Washington, D.C. 20037

Cohen, Monroe D., Ed. - A Lap to Sit On ... and Much More. Helps for day care workers. Reprints from Childhood Education. Washington, D.C. Association for Childhood Education International. 1971. $2.00.

A collection of articles useful in practical everyday planning for day care programs.

Write: Association for Childhood Education International
3615 Wisconsin Avenue, NW
Washington, D. C. 20016

Goodwill Industries of America, Inc. and National Auxiliary to Goodwill Industries - Volunteers in Rehabilitation. Washington, D.C.: Goodwill Industries of America, Inc., 1973.

This series of handbooks has been prepared to assist with the organization and administration of effective volunteer programs in rehabilitation facilities. It stresses innovation, flexibility and initiative to develop an effective program.

Harris, Louis and Associates - Volunteers Look at Corrections. Washington, D.C. Joint Commission on Correctional Manpower and Training. 1969. 22 pp. $1.00.

Results of a national survey of volunteers working in correctional agencies, who-what-when-why and how, are discussed in this pamphlet.

Write: Joint Commission on Correctional
Manpower and Training, Inc.
1522 K Street, NW
Washington, D.C. 20005

Helgerson, Linda W., Project Director - School Volunteerism. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio 1975.

A conceptual view of the issues, rights and responsibilities of those working with a school volunteer organization.

Milstead, Robin J. - Evaluation of the Friends in Action Program. First year report to Franklin County Juvenile Court and Franklin County Commissioners. Columbus, Ohio Battelle Memorial Institute. 1972.

An evaluation study of a volunteer court program to aid juvenile offenders in Columbus, Ohio.

Nathan, Cynthia R. - Involving All Citizens in Public Welfare. Prepared for presentation to the Southeast Regional Conference of the American Public Welfare Association, Lexington, Kentucky, September 19, 1968. 7 pp.

Arguments for citizen's involvements not enforcement because of Harris Amendment.

Nathan, Cynthia R. - The Volunteer of the Seventies. Prepared for presentation at Conference on Volunteers, New York State Department of Mental Hygiene. New York City. February 13, 1970. 4 pp.

Points out changes occurring in the role of volunteers and forecasts directions the volunteer and the agency will go in the seventies.

Palmer, Parker and Jacobsen, Elden - Action Research. A New Style of Politics in Education. Institute for Responsive Education. Boston, Massachusetts. 1974. 30 pp.

A first in a series of publications appropriate for parents and citizens interested in organizing to influence the schools or with an interest in community research.

Write: Institute for Responsive Education
704 Commonwealth Avenue
Boston, Mass. 02215

U. S. News and World Report - People Helping People. U. S. Volunteers in Action. Washington, D. C. 1971. 235 pp. $2.95.

A very general but comprehensive look at volunteers in different areas of service.

Voluntary Action Center of St. Louis - New Opportunities through Voluntary Action. St. Louis, Mo. 1973. 27 pp.

A project designed to test the use of satellite neighborhood centers to recruit and place inner city volunteers in their own neighborhood.

MATERIALS

(1) AUDIO VISUALS

Eastman Kodak Company - Producing Slides and Filmstrips. Rochester, New York. 1970. 57 pp.

The purpose of this publication is to help produce high quality slides and filmstrips on a small scale. It will also help in planning an audio-visual presentation.

Write: Eastman Kodak Company
Department 412-L
Rochester, New York 14650

Friant, Ray J. Jr. - Preparing Effective Presentations. How to Make Presentations Pay-Off! New York, N. Y. Pilot Industries. 1973.

This book is intended to help individuals identify and correct errors in their basic work, special emphasis is on aiding an oral presentation with visuals.

Write: Pilot Industries, Inc.
347 Fifth Avenue
New York, N. Y. 10016

Helgerson, Linda W., Project Director - Audio-Visual Handbook. Volunteer Services Management System Project, E.S.E.A., Title III. Columbus Public Schools, Columbus, Ohio. 1975.

A quick reference guide to the uses of various audio-visual techniques with appropriate examples and suggestions.

Instructional Dynamics Incorporated - Educator's Guide. To creative audio tape techniques. Gardena, California. Audio Magnetics Corporation. 1973. 16 pp.

An instructional booklet for using audio tapes and tape recorder.

National Education Association - Putting Education on Display. A guide to planning and constructing educational exhibits and displays. Washington, D. C. 1964. 50¢.

The booklet contains recommendations concerning the purposes and uses of exhibits and displays and guidance as to how to keep them simple, inexpensive and effective.

Write: National Education Association
of the United States
1201 Sixteenth Street, NW
Washington, D.C. 20036

48

Spear, James - Creating Visuals for TV. A Guide for Educators. Washington, D.C. National Education Association. 1962. 48pp.

A guide for the TV teacher or audio visual director stressing ways to make visual communication more effective. It is a recipe book of successful production ideas and practices for audio visuals.

(2) PUBLICATIONS

Crosby, Alexander L. - Pamphlets. How to Write and Print Them. New York. National Public Relations Council. 1959. 32 pp.

Step by step directions (with definitions of terms) on how to write a pamphlet.

Write: National Public Relations Council of Health and Welfare Services, Inc.
419 Park Avenue South
New York, N. Y. 10016

Kiplinger, Walter M. Jr., and Auer, Herbert A. - Bulletins, Publication and Reports. Washington, D.C. Chamber of Commerce of the United States. 1972. 12 pp. $1.00.

A concise description of "how to" and what your agency's publications should resemble and contain.

Koestler, Frances A. - Creative Annual Reports. A Step by Step Guide. New York. National Public Relations Council. 1969. 71 pp.

Exactly what the title implies is what is contained in this pamphlet, a complete and comprehensive view of annual reports.

National Education Association - Publishing a Newsletter. P.R. Bookshelf No. 5. Washington, D.C. 1969. 40 pp. $1.00.

"How to" write and publish a newsletter, is the topic of this pamphlet.

(3) BIBLIOGRAPHIES

Anderson, John C. and Moore, Larry F. - Volunteerism and Volunteer Administration. An Annotated Bibliography. Voluntary Action Resource Centre. Volunteer Bureau of Greater Vancouver. Vancouver, British Columbia. 1974. 111 pp.

An extensive bibliography of over 700 books and articles relating to volunteering and volunteer program management.

Association of Volunteer Bureaus of America - Special Library Organizing Manual and Annotated Bibliography on AVBA Material. Kansas City, Mo: AVBA. May, 1972.

A listing of materials and articles available through AVBA.

Write: Association of Volunteer Bureaus of America
P. O. Box 7253
Kansas City, Missouri 64113

Canadian Teachers' Federation - Bibliographies in Education, Teacher Aides, No. 7, O'Hawa, Ontario. February, 1970.

Write: Canadian Teachers' Federation
320 Queen Street
O'Hawa 4, Ontario CANADA

Canadian Teachers' Federation - Bibliography in Education.

Paraprofessional School Personnel, No. 16, Ottawa, Ontario. December, 1970.

Canadian Teachers' Federation - Bibliography in Education - Parent Involvement in School Programs, No. 18, Ottawa, Ontario. 1971.

Davies, Don - Citizen Participation in Education: An annotated Bibliography. Institute for Responsive Education. New Haven, Conn. 1974. 168 pp.

This bibliography covers 400 books and articles pertaining to citizen participation in education with special emphasis on decision-making, policy development and school governance.

Wiser, Betty - Resources for Developing Volunteer Programs: An Annotated Bibliography. Raleigh, North Carolina: North Carolina State University, April, 1971. $2.00.

Includes 553 references covering all areas of volunteerism and volunteer administrations. Cataloged by subject with an index of authors.

Write: North Carolina State University
Urban Affairs and Community Services Center
Dept. of Sociology and Anthropology
334 - 1911 Building
Box 5428
Raleigh, N. C. 27607

(4) VOLUNTEER PROGRAMS

The listings in this category are names of school volunteer programs. Their materials, forms, flyers, packets, posters - (mostly items with no specific titles) were adapted, adopted, modified and transformed into materials for the project.

Boston Public Schools	- Volunteer Program
Dade County Public Schools	- Volunteer Program
Des Moines Public Schools	- Volunteer Program
Los Angeles Public Schools	- Volunteer Program
Minneapolis Public Schools	- Volunteer Program
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V.S.M.S. Project
Goals & Synopsis
1973-76

1. **Management System**
   To establish a management system for the administration of a volunteer services system in a city school district.

2. **Community – School Relationship**
   To provide a concrete and positive working relationship between school personnel and the school community.

3. **Program Development**
   To meet the changing needs of students for volunteer services by developing new volunteer programs and by modifying and/or expanding existing volunteer programs.

In 1973, the Volunteer Services Office of the Columbus Public Schools was awarded a three-year grant by the Ohio Department of Education, TITLE III Office. The grant called for the design, development, implementation and installation of a new system for utilizing large numbers of trained volunteers to meet student needs as they are identified by certified personnel.

Once designed and operable, this new management system should allow for the development of new volunteer programs based upon teachers' requests and for exciting and challenging opportunities that will strengthen school-community relationships.

To judge the effectiveness of this new operational mechanism, the criteria for the management system states that the system is to be meaningful and workable at all levels of the volunteer services system, that it is flexible enough to handle the magnitude and variety of newly assessed needs, that it is generalizable enough to operate in a variety of school systems, that it is capable of continuous expansion, and that it serves the needs of the students, the volunteers, the certified staff and the school system.

During the three-year grant period, the project mission was to develop generalizable process models for each facet of the management system during the first year, to pilot test the models and revise them during the second year, to install the materials and procedures for this new system throughout the school system during the third year.

The management system procedures and processes can be found in the guidebook for a volunteer services system and in the handbook series developed by the project staff. An annotated bibliography is also being developed to assist others in seeking additional reference materials for the various aspects of a volunteer services management system.

Volunteer Management System Materials

HANDBOOKS

I GUIDEBOOK TO A VOLUNTEER SERVICES SYSTEM

II ORGANIZING A VOLUNTEER SERVICES SYSTEM

III INFORMATION SYSTEM FOR A VOLUNTEER SERVICES SYSTEM

IV VOLUNTEER PROGRAM OPERATIONS

V VOLUNTEER PERSONNEL OPERATIONS

VI SCHOOL VOLUNTEER OPERATIONS

NEWSLETTER

"THE VOLUNTEER"

PAMPHLETS

VOLUNTEER MANAGEMENT – HOW TO ASSESS NEEDS
ADVISORY COUNCIL HANDBOOK
SCHOOL ADMINISTRATOR'S PAMPHLET
TEACHER HANDBOOK
INTERVIEWER'S HANDBOOK
VOLUNTEER HANDBOOK
HANDBOOK FOR VOLUNTEER TRAINING
AUDIO-VISUAL HANDBOOK
HOW TO RECOGNIZE AND RETAIN THE VOLUNTEER
HOW TO WORK WITH GROUPS
HOW TO CONDUCT MEETINGS
SCHOOL VOLUNTEERISM – ITS UPS AND DOWNS